## MONTANA DEPARTMENT OF CORRECTIONS YOUTH COMMUNITY CORRECTIONS BUREAU INCIDENT REPORT FORM

PRIORITY I – Urgent Notificat	ion
The following <b>Priority I</b> incidents require <b>immediate</b> in hour fax written reports to 406-846-2953 and Investigate contracted secure facility including all unauthorized abtransition center if youth is registered as a sex offended death; completed suicide by a staff member or offended action; riot or disturbance; discharge of a firearm by all purposes); any violent act committed by a person visit result in criminal charges; assaults involving staff and defined in DOC 1.3.14, Prison Rape Elimination Act of disaster, public or offender actions; power outages that facility or program; actual or suspected sabotage resularson, cut power or telephone lines, or inoperative heat	notification to administrator and MSP Command Post at 406-846-6059 and within one ations Bureau at 406-846-2951: escape, or serious escape attempts, from a Department or issences from a secure youth correctional facility; unauthorized absence from a youth error violent offender or presents a clear threat to the community; offender unattended error your service-related death of an employee, volunteer, or visitor; actual or attempted hostage my Department employee in the line of duty (except for accidental discharge or training ting or working in the facility or program, including any act committed by staff that may weapon use that require emergency room or hospital treatment; sexual misconduct as for 2003 (PREA); extensive property damage resulting from fire, man-made or natural eat exceed an hour and/or have the potential to jeopardize the safety and security of the litting in major property damage or prolonged disruption of operations such as suspected ating, cooling, or ventilation plant; any occurrence the administrator believes may result in acted illness from highly contagious diseases; labor strike or job action; any event that may
PRIORITY I – Timely Notificat	ion
hour fax written reports to 406-846-2953 and Investiga	<b>notification</b> to administrator and MSP Command Post at 406-846-6059 and within one ations Bureau at 406-846-2951: offender death that is attended or from natural causes; lts with weapons; escape from a community-based facility or program operated or aff member or offender; suspected hostage action.
PRIORITY II	
All other incidents will be categorized as Priority II. Unless through typical reporting channels. Phone notification to the incident should be reported to the MSP Command Post, he the following: suspected or reported offender abuse, including duties in other than routine offender movement; accidental with weapons; possession by an offender of contraband; ph	s site-specific policies and procedures require otherwise, Priority II incidents will be reported the MSP Command Post is not required; however, if an employee is in doubt about whether an or she will use caution and report the incident. Priority II incidents include, but are not limited to, ing sexual abuse; use of restraints or physical force by correctional staff in the performance of their discharge of a firearm; self mutilation; offender/offender assaults resulting in injury, or assaults ysical confrontations between staff (non-serious injury); physical altercations between offenders or room care; unauthorized absence from youth community programs that do not present danger to the
DATE OF INCIDENT:	TIME OF INCIDENT:
LOCATION OF INCIDENT:	
YOUTH/PERSON(S) INVOLVED:	
REPORTING STAFF:	POSITION:
SUMMARY OF INCIDENT: Attach	additional pages if needed.

## MONTANA DEPARTMENT OF CORRECTIONS YOUTH COMMUNITY CORRECTIONS BUREAU INCIDENT REPORT FORM

SUMMARY OF INCIDENT: (continued)	
REPORTING STAFF MEMBER'S SIGNATURE	DATE
REMARKS: Attach additional pages if needed.	
1.00.00	
DMINISTRATOR'S OR DESIGNEE SIGNATURE	DATE
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C: Routing List: (List general distribution in facility)	JPO copy to:
☐ Central Office Acting Director (For Priority I Incidents) ☐ Administrator, or designee	YCC Bureau Chief
☐ Security	<ul><li>☐ Youth Correctional Facility (if applicable)</li><li>☐ Youth's File</li></ul>
☐ Programs ☐ Medical	